# Purpose:

Design and Construction Review Construction Specialists are certified by the Commonwealth of Kentucky and inspect construction of houses produced under currently enforced building codes as adopted by the Commonwealth. Inspections are provided as requested by the Developer requiring a third-party inspection to satisfy requirements of other interested parties such as General Contractors, Developers, and funding agencies such as Rural Development or Federal Home Loan Bank.

* Kentucky Housing Corporation does not have building code enforcement authority with jurisdiction, therefore; inspections conducted by Kentucky Housing Corporation Inspectors in no way will substitute for inspections required by a local or state authority with jurisdiction.
  + Inspections are conducted by Building Inspectors employed by Kentucky Housing Corporation and certified competent by the Kentucky Department of Housing, Building, and Construction.
  + Inspections conducted under this program are intended to provide information only as to building code compliance as related to a residential construction project.

# Notification from requesting Developer:

* The Developer representative must send a request to inspect a property at least 5 business days in advance of the anticipated inspection date and attach the inspection request form via e-mail.
  + Send the request to: [KHCinspectionRequests@kyhousing.org](mailto:KHCinspectionRequests@kyhousing.org)
  + The manager of Design and Construction review will notify and assign the request to the appropriate construction specialist at this time.
* The construction specialist will respond to the Developer’s point of contact within 2 business days upon receipt of the inspection request notice to discuss setting an appointment for the inspection to occur.
  + The specialist will confirm the inspection appointment by reply to the e-mail or Outlook meeting request documenting the inspection appointment.
  + Cancellation or rescheduling requests must be received via e-mail a minimum of 24 hours before the scheduled inspection time to avoid being billed for the inspection.
  + A representative of the requesting Developer must be present at the inspection site during the inspection.
  + The construction specialist will complete a report upon completion of each inspection for a project, using the standard KHC inspection report template, and email it to the developer within 5 business days of the inspection.
  + The requesting Developer is responsible for the report provided to them and to share information within it with their associates.